

I. CALL TO ORDER at 6:30 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Leon Holmes Sr and Neal Janvrin; Town Administrator Heidi Carlson and Members of the Public Larry & Nancy Lourette. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

1. This meeting is live broadcast on Channel 22 and will be rebroadcast throughout the week ahead.
2. Voting for all Town and School District officers and Warrant Articles will take place on Tuesday March 8, 2016. Polls are open from 7:00 am to 8:00 pm at Ellis School, 432 Main Street.
3. The printed Town Reports are available. They arrived on Monday February 22, 2016 and can be picked up at the Fremont Town Hall, Public Library and Safety Complex. This information was posted on the Website Monday and a notice was also placed in the March Newsletter prior to posting.
4. A representative from Senator Kelly Ayotte's office will be at the Fremont Town Hall on Wednesday March 30, 2016 from 9:30 to 10:30 am for any resident who needs help dealing with the federal government.

III. LIAISON REPORTS

02/29/2016 Candidates Night – There was a brief recap of a very successful Candidates Night, which was held at the Fremont Public Library. There were over 60 residents in attendance and it was live broadcast. This will be rebroadcast up through elections next Tuesday.

03/01/2016 Safety Committee – The meeting was held today at the Library. Updates of progress at each Town building was reviewed. The next meeting is scheduled for noon on Tuesday June 7, 2016.

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 25 February 2016. Janvrin moved to approve them as written. Holmes Sr seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

At 6:40 pm motion was made by Janvrin and seconded by Holmes Sr to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a tax hardship application.

Selectmen met with taxpayers to discuss a hardship application.

At 7:00 pm motion was made by Janvrin and seconded by Holmes to return to public session. The vote was unanimously approved 3-0. The Lourette's left the meeting. Selectmen reported that they have made a payment arrangement, and it will be followed-up in writing.

6:45 pm Public Input – none

7:00 pm Department Heads - none

VI. OLD BUSINESS

1. Copies of the FCTV Cable Operator stipend schedule and procedure sheet and GAMO job description (Government Access Media Operator) had been distributed last week for review. Bruce White had provided some input to the Job Description but some of the language is required by ADA and other

regulations. With all in order, Janvrin moved to adopt the Cable Operator stipend schedule and GAMO Job Description. Holmes Sr seconded and the vote was unanimously approved 3-0.

2. In follow-up to the initial discussion last week, Selectmen reviewed the request received from the PTA to hold Field Day on Friday June 10, 2016 (raindate Monday June 13); and the letter received from the Superintendent requesting that the Fields be closed for the day of Field Day for safety measures. Jon Benson has reviewed this on behalf of the Parks & Recreation Commission and is fine with the dates, with the understanding that the fields are only closed from 6 am to 3 pm the day of the event as FAA events generally begin at the close of the School day. It was also stated that the Town will only take care of posting on the website, and any posting on the grounds is for Field Day only and that the School or PTA must post it and remove it all at the end of the day. This is advisory only, and the public is asked to refrain from use on Field Day. Selectmen were fine with this as proposed.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest totaling \$23,721.08 for the current week dated 04 March 2016. Motion was made by Janvrin to approve the March 4th accounts payable warrant of \$23,721.08. Cordes seconded and the vote was unanimously approved 2-0-1 with Holmes Sr abstaining.

2. Selectmen reviewed a new Membership Agreement with HealthTrust and documents as follows:

- a. Overview of HealthTrust's New Membership Agreement (1 page)
- b. Application and Membership Agreement with Exhibit A Certificate of Authorizing Resolution (5 pages)
- c. Retiree Billing Administrative Service Agreement (6 pages); and
- d. Cobra Administrative Services Agreement (6 pages)

Holmes moved to have the Town of Fremont participate as a Member in the HealthTrust Pooled Risk Management Program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B; and further that and that Chairman Gene Cordes is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of the Town of Fremont, the "Application and membership Agreement" in the form presented to this meeting. Janvrin seconded and the vote was unanimously approved 3-0.

Cordes signed all of the documents as identified above items 2b through 2d.

3. Selectmen reviewed the folder of incoming correspondence.

Nicole and Jordan Cloutier and Michael Rydeen came in to the meeting at 7:15 pm.

Town Clerk Cloutier and Moderator Rydeen came forward to discuss some issues they had with the Primary Voting on February 9th. The reiterated the need for help with setup and takedown of the voting booths and equipment and having continuity of people who know what they are doing and how to do it. There is a planned training this Saturday to walk-through the booth setup, and try to mark them in order sequence for ease of future use.

Janvrin reiterated that you start with the steel ones and work around from the stage to the area right of stage. He will be there, and is the most experienced volunteer in getting this work completed.

Next Rydeen discussed the "check-in" process. He said they backed up in the A-K section of the alphabet. They are looking at the numbers associated with each letter of the alphabet so that they can set up three check in tables for the September and November elections (also anticipated to be very large

turnouts). They are also planning to have am and pm clerks to cover 0645-1500 and 1445-2300 so that no one is too tired to close out from the second shift. It is critical that all Ballot Clerks do the books consistently. It is much tougher in a Primary because you also have to declare a party and many people go back to their undeclared status, but there are many reporting categories and fresh eyes are needed at the end of the night.

The next discussion point was the “end of night” procedures. Rydeen said that the Selectmen need to stay and take part in this, and he will follow-up with the NH Attorney General about the Selectmen doing shifts, because if the whole Board has to be there all day, they will also be tired come 10 or 11 pm. He stated that they are responsible to help sort and count all of the ballots at the end of the night as well. It is believed that a quorum of the Board is responsible to be there during polling hours, and they would like the full Board there at the end to complete the closing processes.

It was agreed that all would work together to keep the process moving ahead, and upgrades would be implemented to make it smoother each election.

Rydeen then discussed with Selectmen the concept of the Town adopting a theme on an annual basis. He suggested this could be put forth annually by the Board for the Town, to unify groups and committees throughout the community and school. This might be “help your neighbor” or a similar theme, making a statement of what we want the Town to focus on this year.

Rydeen and Cloutier left the meeting at approximately 7:45 pm.

4. Carlson is completing an RFP for the Town’s property liability insurance. This will be distributed for review and needs to be posted as soon as possible.

VIII. WORKS IN PROGRESS

1. The Town is looking for interested volunteers for the following positions:
 - a. Zoning Board of Adjustment Member (usually meets once per month)
 - b. Rockingham Planning Commission Metropolitan Planning Organization Transportation Advisory Committee member representative (usually meets bi-monthly)
 - c. Parks & Recreation Commission Member (meets once per month)
 - d. Planning Board Alternate (meets twice per month)
 - e. Budget Committee Member (meets quarterly and then weekly from October to early January)

Anyone interested could begin by contacting Heidi Carlson for more information or attend an upcoming meeting.

The Town is also looking for an Assistant Moderator and for additional Ballot Clerks.

IX. NON-PUBLIC SESSION NH RSA 91-A

At 8:00 pm motion was made by Janvrin and seconded by Holmes to enter non-public session pursuant to NH RSA 91-A:3 II (b) and (c) to discuss an employee evaluations and to meet with an employment candidate. The roll call vote was unanimously approved 3-0: Cordes – yes; Holmes Sr – yes; Janvrin – yes.

At 8:15 pm Selectmen met with Planning & Zoning Candidate Casey Wolfe. Carlson reviewed her resume and reference checks, and the Board discussed the position and her background with Wolfe. At

the conclusion of the interview, the Board discussed a conditional offer for Wolfe, and will make the appropriate motion once back in public session at the end of the meeting.

At 8:30 pm Wolfe left the meeting and Chief Twiss entered the meeting to review his annual evaluation with Board members. He met with the Board until approximately 8:50 pm on his evaluation, which was completed for the 2015 period. The form was signed by the Board and Twiss and placed in his employee file.

Selectmen reviewed paperwork submitted in follow-up by Chief Butler regarding his 2015 Evaluation form. No decisions were made.

At 8:55 pm Selectmen met with Heidi Carlson to review her evaluation for the 2015 period. After discussion the form was signed by the Board and Carlson and placed in her employee file.

At 9:15 pm motion was made by Holmes Sr to return to public session. Janvrin seconded and the roll call vote was unanimously approved 3-0: Cordes – yes; Holmes Sr – yes; Janvrin – yes.

The Board reported on completed evaluation forms and will continue to work on a final version for Richard Butler.

Motion was made by Janvrin to make a conditional employment offer to Casey Wolfe for the Land Use Administrative Assistant position at a \$13 per hour rate of pay. This is conditional on a NH Criminal Records check, which was completed by Wolfe this evening and will be sent out. Holmes Sr seconded and the vote was unanimously approved 3-0.

The next regular Board meeting will be a work session, to be held on Thursday March 10, 2016 at 6:30 pm.

IX. ADJOURNMENT

At 9:31 pm motion was made to adjourn the meeting by Janvrin. Holmes Sr seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator